

**R277. Education, Administration.**

**~~[R277-463. Class Size Reporting.~~**

**~~R277-463-1. Definitions.~~**

~~A. "Individual class" means a group of students organized for instruction and assigned to one or more teachers or other staff members for a designated time period. A class may meet multiple periods during the school day or multiple terms during the school year or both and still shall be considered a single class for purposes of class size reporting.~~

~~B. "USOE" means the Utah State Office of Education.~~

~~C. "Board" means the Utah State Board of Education.~~

**~~R277-463-2. Authority and Purpose.~~**

~~A. This rule is authorized by Utah Constitution Article X, Section 3 which places general control and supervision of the public school system under the Board, Section 53A-17a-124.5(7)(b) which directs the Board to establish uniform class size reporting rules for school districts and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.~~

~~B. The purpose of this rule is to establish uniform class size reporting rules, including definitions, codes and a state-wide reporting timeline.~~

**~~R277-463-3. Reporting for Elementary Grades K Through 6.~~**

~~A. The enrollment of each individual class in the elementary grades shall be reported using a designated code number for the appropriate grade level.~~

~~B. Code numbers for grade levels shall be designated by the USOE Finance Section.~~

**~~R277-463-4. Reporting for Secondary Grades 7 Through 12.~~**

~~A. The enrollment of each individual class in the secondary grades shall be reported using a designated code number for the appropriate class.~~

~~B. Code numbers for approved classes shall be designated by the USOE Finance Section.~~

~~C. Student enrollment in released time, advisory, teacher aide classes or in any classes not defined by the State Superintendent of Public Instruction shall not be reported.~~

**~~R277-463-5. Enrollment Reporting Format and Timeline.~~**

~~A. Student enrollment shall be reported in an electronic format approved by the USOE Finance Section.~~

~~B. District classroom enrollment reports shall be based on the enrollment as of October 1 and shall be received by the USOE by November 1.~~

**KEY: public schools, enrollment reporting**

**Date of Enactment or Last Substantive Amendment: 1994**

~~Notice of Continuation: September 3, 2009~~

~~Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53A-17a-124(7) (b); 53A-1-401(3)]~~

1 **R277. Education, Administration.**

2 **R277-463. Class Size Average and Pupil-teacher Ratio**  
3 **Reporting.**

4 **R277-463-1. Definitions.**

5 A. "Board" means the Utah State Board of Education.

6 B. "Course" means the subject matter taught to students.

7 (1) Elementary courses are designated by grade level.

8 (2) Secondary courses are determined by course content.

9 C. "ESL" means English as a Second Language.

10 D. "Individual class" means a group of students  
11 organized for instruction and assigned to one or more teachers  
12 or other staff members for a designated time period. A class  
13 may include students from multiple grades or may include  
14 students taking multiple courses and still shall be considered  
15 a single class for purposes of class size reporting. An  
16 individual class shall be determined from course data  
17 submitted to the USOE using a combination of course elements  
18 such as CACTUS identification number, teacher of record, class  
19 period, term of student enrollment, and course cycle.

20 E. "LEA" means a school district or charter school.

21 F. "Pupil" means a student enrolled in a public school  
22 as of October 1 of the reported school year.

23 G. "Teacher" for purposes of this rule means a full-time  
24 equivalent licensed educator, such as a regular classroom  
25 teacher, a school-based specialist, and a special education  
26 teacher.

27 H. "USOE" means the Utah State Office of Education.

28 **R277-463-2. Authority and Purpose.**

29 A. This rule is authorized by Utah Constitution Article  
30 X, Section 3 which places general control and supervision of  
31 the public school system under the Board, Section 53A-1-301  
32 which directs the Board to report average class sizes and  
33 pupil-teacher ratios, Section 53A-3-602.5 which directs the

Board to establish rules for uniform class size reporting, and  
Section 53A-1-401(3) which allows the Board to adopt rules in  
accordance with its responsibilities.

B. The purpose of this rule is to establish uniform  
class size and pupil-teacher ratio reporting procedures,  
including definitions and codes.

**R277-463-3. Class Size Average for Elementary Classes.**

A. LEAs shall report student level course data providing  
sufficient course information to determine the number of  
students in individual classes. Classes with students in  
multiple grades shall be calculated as one class. Extended  
day classes in which one portion of the class arrives early  
and the other portion stays late will be calculated as one  
class.

B. Average class size shall be calculated by grade.  
Special education, ESL, online, and other non-traditional  
classes shall be excluded from class size average  
calculations.

C. State- and district-level class sizes shall be  
derived from the median of school-level class sizes.

**R277-463-4. Class Size Average for Secondary Classes.**

A. LEAs shall report student level course data providing  
sufficient course information to determine the number of  
students in individual classes. Classes including students  
enrolled in multiple courses shall be calculated as one class.

B. Average class size shall be calculated for core  
language arts, mathematics, and science courses. Special  
education, ESL, online, and other non-traditional classes will  
be excluded from class size averages.

C. State- and district-level class sizes shall be  
derived from taking the median of school-level class sizes.

65 **R77-463-5. Pupil-teacher Ratio Calculation.**

66 A. Pupil-teacher ratios shall be calculated by school.  
67 The pupil-teacher ratio for each school shall be calculated by  
68 dividing the number of enrolled pupils by the number of  
69 full-time equivalent teachers assigned to the school.

70 B. District-level ratios shall be derived by taking the  
71 median of school-level ratios.

72 C. State-level ratios for charter schools and  
73 traditional schools shall be derived from taking the median of  
74 school-level ratios.

75 **R277-465-6. Reporting Format and Timeline.**

76 School, district and state-level ratios and class size  
77 averages shall be reported to the public as required under  
78 Section 53A-1-301.

79 **KEY: public schools, class size average reporting; pupil-**  
80 **teacher ratio reporting**

81 **Date of Enactment or Last Substantive Amendment: 2010**

82 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3;**  
83 **53A-1-301; 53A-3-602.5; 53A-1-401(3)**